

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/PS-2	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Significant OL Accomplishments						STATISTICAL	
						<input checked="" type="checkbox"/> NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
5		Annually				2	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.				Memos from D/L and DD/S	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
PS				Each OL element prepares a significant accomplishment report for the D/L. However, these are reports in their own right as well as feeders.			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
Avg GRADE	HOURLY Avg RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-14	\$10	80	=	\$800	1	=	\$800
GS-06	\$ 3.75	24	=	\$ 93.75	1	=	\$ 93.75
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
\$893.75							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
The report provided the means whereby senior management - DDL, D/L, DD/S - can obtain in summary form a description of Logistics support achievements and goals attained.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) Reduced in Aug 1970 from a semi-annual to an annual report						MAN-HOURS	
CHANGE						104	
DISCONTINUE						DOLLARS	
						\$893.75	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION
5 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130137-2					